



SUBJECT

RECORDS RETENTION AND DISPOSITION SCHEDULE

STATE OF ARIZONA
RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name:

ALL STATE AGENCIES - AGENCY FINANCIAL

Password:

PAGE 1 OF 1

No.	RECORDS SERIES	R.S. Code	RETENTION (YRS)			REMARKS (Include start point of retention.)
			CR	R.C.	Total	
1	Agency Budget Request including work papers, spread sheets, calculations, etc. (paper and/or electronic media)		3	0	3	After fiscal year submitted
2	Subordinate Organization Unit requests and work papers (paper and/or electronic media)		3	0	3	After fiscal year submitted
3	Budget Approved and Appropriated (agency copy)		3	0	3	After fiscal year concerned
4	Expense Accounting Records including agency copies of all claims, warrant registers, purchase orders, invoices, etc. (paper and/or electronic media)					
	a. State Funded Programs		5	0	5	After fiscal year created or received
	b. Federally funded projects and non-renewable grants		5*	0	5*	After fiscal year of final voucher payment
	c. Federally funded continuing programs and renewable grants		5*	0	5*	After fiscal year created
						* Retention period must meet or exceed the requirements of the federal funding agency.
5	Employee Time and Leave Records (official agency copy)		3	0	3	After fiscal year created (29CFR16.2 two years)
6	(HRMS40) Employee Notice Personnel / Payroll Data Add - Change - Delete		3	0	3	After fiscal year created (29CFR516.2)
7	Payroll Deduction Records		4	0	4	After fiscal year created (29CFR404.1256)
8	Deposits with Treasurer (paper and/or electronic media)		3	0	3	After fiscal year created
9	Contracts (official agency copy)		6	0	6	After fiscal year fulfilled, canceled, or voided
10	Capital Equipment Inventory (paper and/or electronic media)		3	0	3	After fiscal year created
11	Financial Audit Reports (agency copy)		3	0	3	After fiscal year of audit

Supersedes Schedule dated:
May 14, 1992

Approved by:

Director, Department of Library, Archives and Public Records

Approval Date:

OCT 30 1995



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Agency Name: ALL STATE AGENCIES - AGENCY MANAGEMENT Password: PAGE 1 OF 1

No.	RECORDS SERIES	R.S. Code	RETENTION (YR)			REMARKS (Include start point of retention.)
			CR	R.C.	Total	

1	Minutes: a. Governing boards/commissions b. Other decision making bodies c. Advisory boards; committees; task forces; ad hoc agency committees; etc. d. Audio and/or Video Tapes		Perm	0	Perm	Microfilm annually for security. Contact DLAPR, Records Management Div. at 542-3741. Microfilm annually for security. Contact DLAPR, Records Management Div. at 542-3741. After calendar year created After date of meeting (Recycle by re-recording is recommended.)
2	Board, commission, or committee records including agendas, notes, correspondence, etc.		3	0	3	After calendar year created
3	Final reports of special committees, consultants, task forces, venture teams, etc. - no action resulting from report		5	0	5	After report submitted
4	Final reports of special committees, consultants, task forces, venture teams, etc. - resulting in project or program		-	-	-	File with project or program records
5	Agency Directives, Policies, or Orders including organization charts (original/ official copy)		Perm	0	Perm	Consider microfilming if volume justifies.
6	Agency annual reports required by statute or admin. rule (official agency copy)		10	0	10	After year reported (Permanent copy at DLAPR, Research Division)
7	Legislation Files including case files for proposed legislation		1	0	1	After passed into law or defeated and abandoned
8	Records Retention and Disposition Schedules (agency copies)		1	0	1	After revised
9	Certificates of Records Destruction		2	0	2	After fiscal year records destroyed
10	Requests for Microform/Imaging Utilization		1	0	1	After renewed or application terminated
11	Intergovernmental Agreements (IGAs)		3	0	3	After canceled, suspended or expired
12	Audit reports (agency copies)		5	0	5	After audit completed Supersedes Schedule dated: May 14, 1992

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HMLJ 10/95

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RECORDS RETENTION AND DISPOSITION SCHEDULE

STATE OF ARIZONA

RECORDS RETENTION AND DISPOSITION SCHEDULE

Agency Name: ALL STATE AGENCIES - OFFICE ADMINISTRATION		Password:		PAGE 1 OF 2		
No.	RECORDS SERIES	R.S. Code	RETENTION (YR.) Ct. RC Total			REMARKS (Include start point of retention.)
1	General correspondence - not related to a specific case or project					
	a. Official copy (Signed original or a copy of a signed original)		2	0	2	After Created or received
	b. Final draft maintained on hard disk or floppy disk in a word processing system or on a computer (non-record copy maintained for convenience)		3 mo	0	3 mo	After official copy created
	c. Earlier drafts		-	-	-	After superseded
2	E-Mail communications including sender and receiver identification; time and date sent and received; complete message					
	a. Records maintained on individual computers*		-	-	-	Retain for the same length of time as required for other forms of the record series
	b. Records maintained on servers*		-	-	-	Retain for the same length of time as required for other forms of the record series
	c. Documents created with other software, transmitted via E-Mail and maintained on hard disk or floppy disk		-	-	-	Retain for the same length of time as required for other forms of the record series
	d. Routine non-record communication		-	-	-	Retain until information value has been served or a maximum of three months
	e. E-Mail system back-ups		1 mo	-	1 mo	After date backup run
	f. E-Mail Directories & Distribution Lists		3		3	After updated or modified
3	Transitory materials including correspondence of limited reference value, letters of transmittal and informational bulletins (paper and/or electronic media)		3 mo	0	3 mo	After created or received
4	Appointment calendars for an office or individual (paper and/or electronic media)		1	0	1	After calendar year created
	* Meeting the requirements of the definition of public records pursuant to A.R.S. §41-1350.					
						Supersedes Schedule dated: May 14, 1992

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Director, Department of Library, Archives and Public Records
FMC-3 8/94



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Agency Name:

ALL STATE AGENCIES - OFFICE ADMINISTRATION

Password:

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No.	RECORDS SERIES	R.S. Code	RETENTION (YR.) Ct R.C. Total	REMARKS (Include start point of retention.)
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5	Reference materials including duplicate files or documents, periodicals, catalogs, published reports, etc. (non-records)		-	-	-	After informational value has been served
6	Working documents including notes, drafts, feeder reports, etc. used in the development of final or summary records (paper and/or electronic media)		1	0	1	After completion of final record
7	Progress/Activity reports (except official agency annual report) including weekly or monthly reports to supervisors and management (paper and/or electronic media)		1	0	1	After fiscal year produced
8	Office internal administration records including work procedures, office assignments, work schedules, etc. (paper and/or electronic media)		1	0	1	After revised or discontinued
9	Logs, sign-in sheets, etc. (paper and/or electronic media)		1	0	1	After last entry date
10	Employee time and leave records (unit of assignment copy only) including leave request documents and time sheets. (paper and/or electronic media)		1	0	1	After calendar year created
11	Financial records (office copies only) including order requisitions, purchase orders, claims, travel claims, invoices, cash receipts, petty cash records, etc. (paper and/or electronic media)		1	0	1	After fiscal year created or received
12	Voice Mail		-	-	-	Erase or otherwise destroy messages following taking required action.
13	Voice Mail Backup		1mo	-	1mo	After date backup is run

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ALL STATE AGENCIES - AGENCY PERSONNEL

Password:

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No.	RECORDS SERIES	R.S. Code	RETENTION (YE)	REMARKS
			CF RC TOL	(Include start point of retention.)

1	Employee Personnel File *: a. Official agency copy including loyalty oath b. Supervisor's work file * The content of this file is determined by Personnel Rule R2-5-105. Non-Merit System agencies determine content by agency policy or procedure.		5	0	5	After calendar year of termination of state service
			6mo	0	6mo	After termination of service or transfer
2	Employee Personnel Summary (card or database file entry)		10	0	10	After calendar year of termination of state service (kept for reference only)
3	Statistical listings of employees		0	0	0	After superseded
4	Position Description (PDO)		3	0	3	After superseded or position abolished
5	Requests for classification of new positions or reclassification of existing positions		1	0	1	After request is reviewed and acted on
6	Grievance Files (confidential)		3	0	3	After action taken or grievance resolved
7	Hiring records including application, selection, test scores, interview records, etc.		2	0	2	After calendar year received or prepared (29CFR1602.31)
8	Form I-9 (Proof of legal residency in USA)		1	0	1	After employee terminates, but not less than 3 years after date of hire (8CFR274a.2)
9	EEO-4 including supporting information		3	0	3	After submitted (29CFR1602.30)
10	Agency employee training files including attendance lists, class outlines, etc.		3	0	3	After calendar year training is given
11	Emp. Tuition Refund Program Records		3	0	3	After fiscal year refund is issued
12	Occupational safety and health records including accident reports; annual summaries		5	0	5	After calendar year reported (29CFR1952.4)
13	Accident prevention programs including lists of first aid trained personnel		1	0	1	After superseded

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ALL STATE AGENCIES - AGENCY PERSONNEL

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No.	RECORDS SERIES	F.S. Code	RETENTION (YR.) C.C. F.C. Total	REMARKS (Include start point of retention.)
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|----|--|--|---------|--|
| 14 | Group insurance records (agency copy) | | 1 0 1 | After superseded |
| 15 | Reduction in force records including computation documents and recap. summaries | | 5 0 5 | After RIF completed |
| 16 | Employee medical and exposure records including lists of hazardous materials exposed to; pre-employment physicals; results of exams; medical opinions; diagnoses; employee medical complaints etc. | | 30 0 30 | After calendar year of termination of state service (29CFR1910.20) |

* These records must be filed separately from the employee personnel file.

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